



APPENDIX M

Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM FOR: Retirement Services/JPAM, Attn: SFC Beverly Claycamp,
State Defense Bldg, Room 110, Topeka, KS 66611

SUBJECT: USA National Flag Request

1. Request one Flag and Army Retired Soldier Pin for the following named individual(s):

<u>NAME</u>	<u>RANK</u>	<u>CEREMONY DATE</u>	<u>RETIREMENT DATE</u>
SNUFFY, JOE	PVT	YYYYMMDD	YYYYMMDD

2. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE

Signature

Block



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD OF KANSAS
ADJUTANT GENERAL OF KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

NGKS-PEB

27 October 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Retiring Soldier Commendation Packet

1. References:

- a. AR 600-8-7, Retirement Services Program
- b. AR 600-8-22, Military Awards
- c. KSOP 600-8-22, Awards, Decorations, and Honors Program

2. The purpose of this memorandum is to institute a policy for timely submission of flag requests.

3. The Department of the Army recently began including Reserve Soldiers in the Army Retiring Soldier Commendation Program. Retiring Reserve Soldiers will now receive a personalized letter signed by the Secretary of the Army, a U.S. Flag and an Army Retired Soldier Pin. This is the same packet that retiring Active Army Soldiers receive.

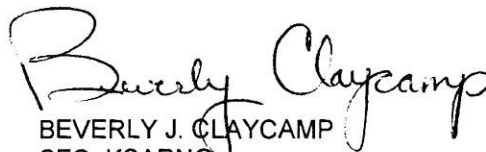
4. Beginning 01 November 2010 all flag requests need to be processed by the RPAM NCO at least 60 days prior to the retirement ceremony date. You may email or mail the request to my attention at the address above. Retirement Certificates and Retirement Awards should be processed through Enlisted Personnel at the same time.

5. POC is the undersigned at 785-274-1574.

FOR THE DIRECTORATE:

3 Encls

1. KSOP, Appendix I
2. KSOP, Appendix L
3. KSOP, Appendix M


BEVERLY J. CLAYCAMP
SFC, KSARNG
RPAM NCO

DISTRIBUTION:

A



APPENDIX I

Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM FOR Director of Personnel Office, Attn: JFHQ-KS/G1-E, 2800 SW Topeka Blvd, Topeka, KS 66611

SUBJECT: Certificate of Retirement

1. We are requesting a Certificate of Retirement for the following Soldier:

Name: Last, First MI
Rank: 3 Letter Abbreviation
Service: Kansas Army National Guard
Years of Service: ##
Retirement Date: DD Month YYYY
Home Address: Include City, State and Zip Code

2. We would also like to request the Spousal Certificate of Appreciation be presented to: Spouse's First MI. Last name

3. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE
Signature
Block



APPENDIX L

Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM FOR Director of Personnel Office, Attn: JFHQ-KS/G1-E, 2800 SW Topeka Blvd, Topeka, KS 66611

SUBJECT: Governor's Letter of Appreciation

1. We are requesting a Governor's Letter of Appreciation for the following Soldier:

Name: Last, First MI
Rank: 3 Letter Abbreviation
Service: Kansas Army National Guard
Years of Service: ##
Retirement Date: DD Month YYYY
Home Address: Include City, State and Zip Code

2. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE
Signature
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